

**MINUTES**  
**Information Technology**  
**Tuesday, August 4, 2020**

Minutes of the August 4, 2020 Information Technology meeting held in the Dodge County Administration Building, in Room# 11 & 1H First Floor in the Dodge County Administration Building, 127 E. Oak Street, Juneau, WI at 5:30 PM

Meeting called to order at 5:33 p.m. by Committee Chair Guckenberger

Roll Call:

Members Present: David Guckenberger (*in-person*), Kevin Burnett (*in-person*), Tim Kemmel (*in-person*), Robert Boelk (*phone*).

Members Absent /Excused: Donna Maly

Also Present: James Mielke – County Administrator (*in-person*),  
Justin Reynolds – County IT Director (*in-person*)

Public Comment: None

Previous Committee Meeting Minutes:

Motion by Kemmel, 2<sup>nd</sup> by Burnett to approve the minutes of the July 7<sup>th</sup>, 2020 Committee meeting. All in favor, motion carried.

Meeting Per Diem(s): None

Department Continuous Improvement & Recognition:

**Recognition(s):**

Guckenberger inquired regarding IT Department recognitions. Reynolds shared the IT Department's appreciation of Human Resources and Clearview leadership and staff for their continued progress to enhance system configuration and data analytics. Reynolds also shared his appreciation toward the IT Departments' progress and completion of the 2020 Computer Infrastructure and Computer Refresh Project(s).

**Update on FCC COVID-19 Telehealth Funding Program & USAC Rural HealthCare Funding Program**

Reynolds shared Dodge County Human Services and Clearview are eligible for USAC Rural Health Care Funding Program, and IT will monitor the application window to apply for future funding year programs, which the funding application windows opens in the winter/spring with the funding years July to June.

**Update: on Wisconsin Election Commission Help America Vote Act ("HAVA") Grant – Election Security**

Reynolds discussed the Dodge Co. County Clerk's Election Security Grant Application, estimated budget submitted, and the IT Department's Request for Quotations. Reynolds discussed the Dodge Co. IT limited involvement in regards to the federally certified third-party provided electronic voting system solution. With the Election Security Grant opportunity, Reynolds shared the County Clerk has and will enhance the physical security of voting systems, and will work with the third-party provider to enhance the network security. The IT Department is looking into infrastructure assessments, tests, and proactive protection solutions that will enhance the County's overall Technology security posture. Mielke/Reynolds discussed the target timing of the assessments will be accomplished before the November elections, and the remediation needed will also before, during, and after the November elections.

**Review, Consider, Discuss, Take Action: on IT COVID-19 purchases for Wisconsin Routes to Recovery Funding**

Reynolds shared the preliminary DRAFT inventory list of County conference rooms being considered for "virtual communication enhancements". Reynolds shared the IT Department is considering the preliminary list of conference rooms to receive a LCD television display, speaker phone, video conferencing camera, and computer with necessary peripherals. Reynolds shared the video and audio conferencing systems would promote conferencing and social distancing with internal and external parties. Boelk inquired regarding the use cases and life expediency of the equipment. Reynolds shared the list is very preliminary, and IT will meet with the County Department leaders to determine an appropriate needs assessment to support operations, which IT expects the list to be reduced for the initial order. Reynolds shared the proposed equipment is a television, speaker phone, video conferencing camera, and a computer that Dodge Co. IT will order, configure, maintain, and support. Reynolds shared Dodge Co. IT will monitor the equipment use and reliability for a balanced approach to support operations. Mielke shared an update and timing of the Routes to Recovery Funding. No action taken.

Information Technology Strategic Action Steps:

**Update on IT Budget Report – July 2020**

Reynolds provided an executive one-page (Jan. to July) year-to-date available IT budget report from the new ERP Financial system, which showcased the IT Budget to be within target and expenditures for the time period

**Review, Consider, Discuss, Recommend: IT 2021 Budget Proposal**

Reynolds shared the initial DRAFT IT 2021 Budget Proposal, and shared an executive high level preliminary summary. No action taken.

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### Information Technology Project Status Report:

#### **Update on ERP Project**

Reynolds shared the ERP Project is in the final project stages. Reynolds shared the ERP Project Budget is projected the same as previously reported, and expected to be closed out around fourth (4<sup>th</sup>) quarter 2020.

#### **Update on Communications Services Project**

Reynolds shared the IT Department is collaborating with the Highway Committee to assist with a Highway County-wide Citizen online survey. Reynolds also shared the IT Communication Team in collaboration with the Web Governance Team is working on the Intranet & Policy Page and also the Website Refresh Project. Reynolds shared the initial design and color scheme.

#### **Update on Technical/Electronic Services Project**

Reynolds shared the Technical Services deployment of the 2020 Computer Refresh is approximately 90% completed, and Electronic Services is working on the final deployment details for the Highway Reeseville Shop.

#### **Update on Data Information System Projects**

Reynolds shared the Human Resources Benefits Enrollment Portal, v8.1 Schedule, and the AS400 "discovery" projects are in progress, currently in the initial phases, and the projects are on target for fall 2020. Reynolds shared the AS400 data migration considerations based on data, retention, and costs analysis.

#### **Update on Network Infrastructure Projects**

Reynolds shared the 2020 Network Infrastructure Refresh has been majority completed with some final non-disruptive adjustments. Reynolds shared his appreciation with the progress and accomplishments.

#### **Review IT Department Projects Executive Summary**

Reynolds provided a high level executive summary of the IT Department's Projects Roadmap and Requests, and recent "completed" projects and goals.

#### **Review IT Contracts and Agreements Summary**

Reynolds provided a summary list of the current IT Contracts and Agreement in review, discussion, and pending approval. The list included Internet/voice services, phone console software agreement, recycling services agreement, notification system, battery replacements, and video conferencing solution agreement. Reynolds shared his appreciation for Corporation Counsel's assistance with the Infrastructure statement of work, Internet filtering, copier contracts, and website refresh project.

### Future Agenda Items:


IT 2021 Budget Proposal and Initiatives

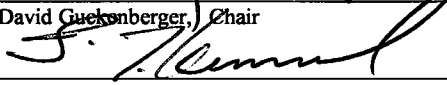
### Next Meeting Date:

Tuesday, Sept. 1<sup>st</sup> 2020 at 5:30 p.m. – 1<sup>st</sup> Floor Multipurpose Room#1H & 1I Auditorium  
*IT Committee Meetings scheduled – 1<sup>st</sup> Tuesday of each month @ 5:30pm*

### Adjournment:

Motion by Kemmel, 2nd by Boelk to adjourn the meeting at 6:33 p.m. All in favor, motion carried.

  
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David Guckonberger, Chair

  
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Tim Kemmel, Secretary

Sept 1, 2020  
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Date

Sept 1, 2020  
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Date